



Accreditation Preparation Checklist

Accreditation is forefront in the minds of many these days. **Yes**, there is a new system that is replaces the old ADC (Annual Data Collection) system. **No**, it is not fully available yet. **Yes**, we are rigorously testing the system, including the functionality, performance, and security roles. We have signed off on over 75% of the screens and are quickly moving through the remaining. **Yes**, you will have at least seven weeks to enter accreditation information. The system will close February 21, 2014.

So what can you do to get ready for 2014 Accreditation? Here is a checklist.

[Click here if you would like a process flow chart.](#)

☐ TEAMS Security

*****CRITICAL*****

Make sure everyone who needs access to TEAMS has access to TEAMS. In order to have access to TEAMS when the accreditation piece is launched, the Authorized Representative must submit a [TEAMS Security Form](#) to the OPI for anyone requiring TEAMS access. The seven different security roles are described on the application form. If you believe you should have access to TEAMS, please confirm access with your Authorized Rep and then contact the OPI for login instructions.

☐ Complete TOE for FY 2012-2103

The OPI is collecting employment information for **every** employee of a district through the Terms of Employment (TOE). TEAMS Authorized Rep or TEAMS Human Resource access is necessary to enter TOE information. This information must be **complete by December 16** in order to complete the Compensation Expenditure report through MAEFAIRS. More information is found on the School Staffing website through these links.

- [Terms of Employment \(TOE\)](#)
- [OPI Position Codes](#)
- [SEID/TOE Getting Started Video](#)
- [SEID/TOE Getting Started Video Script \(if the video won't load\)](#)

☐ Complete TOE for FY 2013-2014

*****CRITICAL*****

This TOE collection is used as part of the accreditation process through TEAMS. ***This information must be completed prior to any other accreditation information being entered into TEAMS.*** Many districts have already completed this step, but ***if you have not, now is the time to do it!***

☐ Review TEAMS Informational Handout

This document provides summary level information about the various screens users will encounter in TEAMS, as well as which screens (and the data collected within) different users are required to fill out.

- [TEAMS Informational Handout](#)

☐ Determine K12 Course Codes

*****CRITICAL*****

All courses entered into TEAMS will utilize Montana-specific NCES K12 course codes. The OPI provides a tool that anyone can use to map local course codes to the MT K12 course codes. ***This mapping must be completed prior to any accreditation information being entered into the Teacher-Class.*** More information is found on the School Staffing website through these links.

- [K-12 Course Codes](#)
- [OPI Course Code Mapping Tool](#)
- [OPI's K-12 Course Code Mapping Tool User Guide](#)
- [Elementary Course Mapping Information](#)

☐ Collect Teacher-Class Information

The Teacher-Class information drives much of the accreditation process in TEAMS. The information collected in the Teacher-Class ties together classes and the educators who are assigned to them.

Much, if not all, of this information is typically found in a student information system. If your district utilizes **Infinite Campus**, **PowerSchool** or **Schoolmaster**, an **export is available** from your system that can be uploaded directly into TEAMS. These exports may require additional information be entered into the system initially, so contact your vendor's help desk or technical documents for more information.

- Infinite Campus Technical Support via OPI
 - [TEAMS Teacher-Class Technical Document](#)
 - Phone: 877-424-6681 or 406-444-3800
 - Email: opiaimhelp@mt.gov
- PowerSchool Technical Support for District Technical Contacts
 - Hours: Monday-Friday, 6:00am – 8:00pm EST
 - Phone: 866-434-6276, Monday-Friday,
 - Email: PowerSchoolSupport@pearson.com
 - [Chat](#): Accessible via PowerSource
- Schoolmaster TEAMS Technical Support
 - TEAMS Teacher-Class Export Documentation: www.schoolmaster.com/support
 - Phone: 888-352-4731

TEAMS Authorized Rep, TEAMS District Data Entry or TEAMS School Data Entry access is necessary to enter Teacher-Class information. If your district does not utilize one of the listed student information systems, an excel file template is available to collect and upload the Teacher-Class information. Once the file template is complete, it must be converted to a .csv format to upload into TEAMS. More information is found on the School Staffing website through these links.

- [Teacher-Class Data Collection: Descriptions of Data](#)
- [Teacher-Class File Template](#)
- [How to Export an Excel File to CSV Format for Uploading](#)

☐ Collect District Accreditation Information

TEAMS will reuse as much information as possible, utilizing the information already gathered through the TOE and the Teacher-Class in order to prepopulate district accreditation tables. There are twelve district screens for the collection of accreditation and other required reporting. More information is found on the School Staffing website through this link.

- [Data Needed for TEAMS Entry](#)

☐ Collect School Accreditation Information

Similar to the district accreditation screens, there are three school screens (not including the school-level Teacher-Class screen). The information gathered in these screens will also aid in accreditation and other reporting. More information is found on the School Staffing website through these links.

- [Data Needed for TEAMS Entry](#)

TEAMS User Manual & Reference Guide

As soon as TEAMS is fully functional and available for all data entry, a complete and comprehensive *TEAMS User Manual and Reference Guide* will be available. *When in doubt, check out the user manual!*

For more information, contact:

TEAMS Help	School Staffing Webpage	406.444.9444	OPITEAMS@mt.gov
Danielle Murphy	School Staffing Project Manager	406.444.1625	dmurphy@mt.gov
Effie Benoit	Accreditation Data Specialist	406.444.2410	ebenoit@mt.gov
Teri Wing	Accreditation Compliance Specialist	406.444.4436	twing@mt.gov
Joan Anderson	TEAMS Project Support (Part Time)	406.444.0701	janderson3@mt.gov



PROCESS FLOWCHART

For the 2013-14 reporting year

Generate or look up SEID numbers for all district employees.

Is this report for a public school district or special education cooperative?

NO

YES

Enter TOE information
for SY 2012-13.

Email the OPI at
OPITEAMS@mt.gov to
activate the SY 2013-14
TOE.

Enter TOE information for SY 2013-14.

Map local district's course codes to the
MT K-12 Course Codes.

Enter the Teacher-Class information at the school level
(for each school).

Complete *district* and *school* level accreditation data
screens.

SUBMIT THE REPORT





Informational Handout

For more information, contact:

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School Staffing Brief Overview

The School Staffing project is an integral component of the Montana statewide longitudinal data system for K-12 education being developed in Montana. This multi-system data project is focused on reducing district/school reporting burdens while collecting the information necessary to allow for reliable and accessible reporting to the public, legislators, and others interested in the successful outcomes for Montana students.



The School Staffing project consists of two data systems connected by School Employee Identifiers (SEID), formerly known as folio numbers, which are now required for every school employee. MSEIS is the MT State Educator Information System which handles the tasks related to licensing educators. TEAMS is the Terms of Employment, Accreditation and Master Schedule system which will collect the employment status of each employee of a district in the Terms of Employment (TOE) data collection and replace the existing Annual Data Collection (ADC) system. In order to complete all necessary reporting requirements during the fall data collection, the following process must be followed in TEAMS.



SEID

The School Employee ID number, SEID, is a single, unique number assigned by the OPI to identify individuals employed by a school. The OPI assigns a unique SEID number for *each* employee of a school district or special education cooperative in Montana.

For accredited nonpublic schools and Montana State-Funded schools, the OPI assigns SEID numbers for an administrator, teacher, instructional paraprofessional, librarian, counselor, or other licensed professional staff. SEIDs are not needed for classified staff having no classroom or special education related duties.

Each employee is assigned a single SEID number for life, even if the individual works at more than one school or district. An employer organization uses the TEAMS SEID screen to request a SEID for an employee. If the individual already has a SEID number assigned, the SEID search will locate that number. The same SEID may be used by more than one district or special education cooperative if the person is employed by more than one district or special education cooperative.

Requesting/creating a SEID for an individual is a **one-time process**. Once it is created, the SEID remains in the OPI's system and may be searched and located by any school district with access to TEAMS.

The SEID matches the Educator License folio number for anyone holding a Montana Educator License.

The information necessary for requesting a new SEID is:

- | | |
|--|--|
| <ul style="list-style-type: none">• Last four digits of the social security number• First Name• Middle Name (optional) | <ul style="list-style-type: none">• Last Name• Date of Birth• Gender of the employee |
|--|--|

This information can be entered into the TEAMS system individually through a manual process. If a district would like to utilize the SEID file generated by their software, the comma-delimited (.csv) file can be sent to the OPI for processing and will be returned to the district with correct SEIDs.

More information can be found in the following documents online at the School Staffing website:

- [Instructions for School Employee ID \(SEID\) Generation](#)

TOE

In the Terms of Employment (TOE) data collection, information is gathered about the employment status of all employees requiring a SEID. A public school district or special education cooperative must report every employee paid by the entity using TOE records. A Montana state-funded school, accredited nonpublic school or residential treatment center must report all employees with positions that are governed by accreditation standards (i.e., administrators, teachers, instructional paraprofessionals, librarians, counselors and other licensed professionals).

The following data fields are in the TOE:

- | | |
|---|---|
| <ul style="list-style-type: none">• Legal Entity Code• School Code• Employment Start Date• Employment End Date• Base Salary• Contract Days | <ul style="list-style-type: none">• Contract Hours• FTE• Employment Hours Code (Part-Time/Full-Time)• Employment Status Code (Temporary/Permanent)• Position Code |
|---|---|

This information can be uploaded into the TEAMS system via (1) a multi-line comma-delimited (.csv) file or (2) individually through a manual process.

A couple of key items to note when gathering this information:

1. Each employee must have a record for each individual position he/she holds and for each individual school where he/she works. For example, if Mary Smith is a curriculum coordinator and a special education teacher at School A and a special education teacher at School B, she will have three TOE records:
 - a. Mary Smith, School A, Curriculum Coordinator (AD39)
 - b. Mary Smith, School A, Teacher – Special Education (TC03)
 - c. Mary Smith, School B, Teacher – Special Education (TC03)
2. The TOE will be collected each fall and will contain the information for the entire fiscal year. Each school district has the opportunity to update the TOE at the end of the fiscal year to accurately reflect changes that have occurred during the school year.
3. This year there will be two TOE collections: (1) FY 2012-2013 and (2) FY 2013-2014. This is an anomaly due to the delay in releasing TEAMS.

More information can be found in the following documents online at the School Staffing website:

- [Terms of Employment \(TOE\)](#)
- [OPI Position Codes](#)

Teacher-Class

The Teacher-Class is a main component of the annual data collection completed for school accreditation and other reporting. Public school districts and other Montana accredited education programs must submit information about each class and each person who has responsibility of the class for the entire year.

The information collected in the Teacher-Class ties together classes and the educators who are assigned to them. All educators with responsibility for a class must be reported, including teachers of record, co-teachers, instructional paraprofessionals and facilitators. This may result in more than one record for a unique class. The following is a list of all the data fields in the Teacher-Class:

- | | |
|---------------------|---------------------|
| • Fiscal Year | • Academic Level |
| • Legal Entity | • Course Sequence |
| • School Code | • Grade Low/High |
| • SEID | • Class Start Date |
| • Course Code | • Class End Date |
| • Session Type | • Class Enrollment |
| • Session Number | • Class Minutes |
| • Section Code | • Distance Learning |
| • Teacher of Record | • Dual Enrollment |
| • Support Staff | • Alternative Ed |

The Teacher-Class information can be uploaded into the TEAMS system via (1) a multi-line comma-delimited (.csv) file or (2) individually through a manual process.

Public schools, nonpublic accredited schools and state-funded schools are required to submit a Teacher-Class record for every class. Special education cooperatives do not submit a Teacher-Class because any class serviced by their employees will be reported by the school district. Residential treatment facilities report only classes related to the public school educational services offered by the center.

Do not report the following services in the Teacher-Class data collection:

1. Special education related services (e.g., OT/PT services, speech and audiology services, etc.).
2. Any classes that are not part of the public school educational program (e.g., after school programs, adult education classes and GED/HiSET preparation classes).
3. Residential treatment facilities and accredited nonpublic schools do not report classes that are not accredited by the state of Montana (e.g., religious studies, life-skill classes, group therapy sessions, etc.).

More information can be found in the following documents online at the School Staffing website:

- [Teacher-Class Data Collection: Descriptions of Data](#)
- [Montana K-12 Course Codes](#)
- [OPI Course Code Mapping Tool](#)
- [OPI's K-12 Course Code Mapping Tool User Guide](#)
- [Elementary Course Mapping Information](#)

Other ADC Screens

After the SIED, TOE, and Teacher-Class screens in TEAMS, there are a multitude of screens related to both the accreditation process and other official reporting the OPI is required to do at both the state and federal levels. The following is a complete list of the remaining screens in TEAMS.





District Screens

- Contractors
- Professional Licensure
- Policies
- Recruitment
- Special Education
- Alternative Education
- Indian Education
- Coordinators
- Distance Learning
- Dual Enrollment
- Internships
- Paraprofessionals
- Off-Site Locations

School Screens

- HQT
- PI/PIR Hours
- Indian Education

Each of the following screen descriptions includes icons depicting which school type must fill out the information for that screen. The following is the key to the icons.

-  Public schools and nonpublic accredited schools
-  State-funded schools
-  Special education cooperatives
-  Residential treatment facilities

Contractors



The contractor information collected here accounts for any person the district utilizes to cover specific positions they may contract through a consortium. These contracted positions are limited to the curriculum coordinator, librarian/media specialist, general education school counselor, general education teacher and special education teacher. The screen collects the contractor business name/consortium name, the contractor's employee, the contractor's address, phone number and email, as well as the employee's start/end date, FTE and position code within the district.

Professional Licensure



Employees listed on this screen, if any, require a professional license other than an educator's license. Each professionally licensed employee must have a license type, number, status and expiration date recorded in TEAMS, as verified via the direct connection with the Department of Labor and industry.

This information is used to monitor IDEA compliance and determine eligibility for the Quality Educator Payment. If a reportable person should appear on this screen but does not, the TOE records must be reviewed for accuracy.

Policies



There are several Administrative Rules of Montana (ARM) that require the Board of Trustees have various policies in place. Compliance with the ARM is critical for accreditation of Montana educational programs. Response to each policy verification listed on the screen is required prior to accreditation data submission to the OPI.

Recruitment



The information provided is used in the Critical Quality Educator Shortages report produced by the OPI every fall. Each endorsement that was recruited, the FTE by level of school (elementary, middle grades, and high school) and the difficulty in filling each opening is required. Multiple recruitments for similar FTE may be combined by difficulty level to speed up data entry.

Special Education



This screen collects the percentage of FTE spent by each special education teacher and instructional paraprofessional with three to five year olds and six to twenty-one year olds. The screen displays employees with TC03 (special education teacher) and SE25 (special education instructional paraprofessional) position codes, as listed in the TOE screen.

This information is used in the annual report to the U.S. Department of Education to detail the percentage of FTE spent by each special education teacher and instructional paraprofessional with 3-5 year olds and 6-21 year olds. If a reportable person should appear on this screen but does not, the TOE records must be reviewed for accuracy.

Alternative Education



The district's Alternative Education Program(s), including the school to which the program is attached/assigned, must be included in TEAMS for accreditation purposes. An "Alternative Education Program" is a restructured academic program to serve at-risk students within an accredited public school district.

The information required in TEAMS at the district level includes where the students are served and how the high school graduation requirements are modified to students served in this program. Each Alternative Education Program must have a name, description, program director, address, and phone number.

The districts will also include an alternative education enrollment count, as of the first Monday in October of the current school year, for each grade level (elementary, middle grades, and high school). Where multiple programs are attached to a district, these enrollment counts will be a total for the district and not for each individual alternative program.

Indian Education (District-Level)



This data provides the OPI with information on a district's education efforts to implement the requirements of [20-1-501, MCA](#), Indian Education for All (IEFA), and assist the OPI in planning for future staff development and technical assistance delivery options across the state. Each fall a summary of this report is made available on the OPI website upon completion of the TEAMS submission and analysis cycle. This screen requires details on the district's IEFA funds and American Indian Student Achievement Gap funds.

Distance Learning



TEAMS collects information about Distance Learning Providers and their employees who teach or facilitate Distance Learning classes so that the OPI can verify the qualifications of the teachers and facilitators used by Montana educational programs. The screen populates any course listed in the Teacher-Class marked as distance learning. The district will then choose the Distance Learning Provider from the list shown in TEAMS.

Distance Learning Providers must register online with the OPI to provide services to Montana schools. If a provider is not in the TEAMS Distance Learning Provider list, the provider has not registered with the OPI as required. Direct the provider to register online so TEAMS can be completed.

All distance learning classes and providers must be reported in TEAMS, including the Montana Digital Academy.

Coordinator Contacts



Coordinator contact information is collected on this screen as a central coordinator contact database. Each district must identify, at minimum, a testing coordinator, a homeless liaison and a Title IX coordinator. The contact information required is the coordinator as pulled from the TOE, their coordinator type, phone number, email, physical and mailing address.

Dual Enrollment



TEAMS collects information on dual enrollment classes to identify which education programs provide this opportunity and to ensure the teachers are properly licensed and endorsed. There are two types of dual enrollment classes recorded in TEAMS: (1) classes offered at the high school that both high school and college credit are received; and (2) classes offered at the postsecondary institution that both high school and college credit are received.

Classes offered at the high school will automatically show in the dual enrollment table. These classes must be entered into the Teacher-Class file prior to adding information to the Dual Enrollment screen. To complete the data entry for the high school course, record the total number of district students enrolled in the course for both high school and college credits and select a postsecondary partner.

Classes offered at the postsecondary institution are manually added to TEAMS. In order to complete this, the following pieces of information must be collected: the MT K-12 Course Code of the class being offered, the class session type (semester, quarter, etc.), the session number, the unique section code, the SEID of the postsecondary instructor, the total number of district students enrolled in the course for both high school and college credits and the postsecondary partner.

Internships



This screen is used to report the status of active internships in the district, if any. All internship agreements must be registered with the OPI. If an internship does not appear on this screen, the intern must contact their post-secondary institution to ensure the institution has provided all necessary information to the OPI.

For an intern to be deemed appropriately assigned, the school district must acknowledge that the internship has started at the beginning of year one of the internship agreement; and indicate that the intern is making progress toward completion of the program of study and that the district will continue the internship agreement at the beginning of years two and three. The OPI considers an intern appropriately assigned for up to three years while enrolled in and making progress toward completion of the program of study.

Paraprofessionals



The paraprofessionals screen collects a person's paraprofessional qualifications and the name of the paraprofessional's supervising teacher. The screen displays all employees with PP01 (instructional paraprofessional), PP02 (Title I instructional paraprofessional), PP03 (Bilingual/ESL instructional paraprofessional), PP04 (facilitator/distance learning paraprofessional) and SE25 (special education instructional paraprofessional) position codes, as listed in the TOE screen, if any. If a reportable person should appear on this screen but does not, the TOE records must be reviewed for accuracy.

Only Instructional Paraprofessionals that are in a classroom to alleviate class overload must be entered in the Teacher-Class file for the class. Instructional Paraprofessionals must be under the direct supervision of a properly licensed teacher. If the Instructional Paraprofessional is covering a class overload, the number of hours per day the Instructional Paraprofessional is working to cover the class overload must be entered in TEAMS.

Off-Site Locations



A district Off-Site Location is a classroom, or set of classrooms, at a separate location from the main school site, where the accredited school provides the full basic education program on a daily basis to students who are enrolled in the district, i.e., attendance centers. The following information must be included for all Off-Site Locations: off-site location name, accredited school the location is attached to, address of off-site location and the total number of elementary and secondary students enrolled at the off-site location.

The following are **NOT** Off-Site locations: Gifted and Talented Programs, Career and Technical Education, Job Corps, Alternative Education and Distance Learning.

HQT



The OPI must report the number of educators who have not met Highly Qualified Teacher requirements through licensure and endorsements and have not been qualified through the HOUSSE process to the U.S. Department of Education annually. The HQT screen is used to collect and report an educator's HQT status.

Each educator who has an assignment listed in the Teacher-Class screen either (a) in a core academic subject, or (b) in a class identified as special education is listed on the TEAMS HQT screen. If an educator is highly qualified based on his/her license and endorsement(s), TEAMS will recognize this and mark the record accordingly. If an educator is not highly qualified based on his/her license and endorsement(s), the district is required to mark the status based on the HOUSSE process.

The district is also required to retain documentation of an educator's HQT status through the HOUSSE process to submit to the OPI upon request. If a reportable person should appear on this screen but does not, the Teacher-Class records must be reviewed for accuracy.

PI/PIR Hours



Pupil Instruction/Pupil Instruction Related Hours must be listed in TEAMS. [20-1-301, MCA](#) requires a minimum number of aggregate hours for each school level per school year.

Pupil Instruction Hours requires the first and last days pupils attend school, whether the district has a professional development committee, the minutes per day of pupil instruction (not including passing time, unstructured recess or

lunch) for full and partial days, minutes per day of passing time for full and partial days and days per year of pupil instruction for full and partial days. TEAMS will calculate the aggregated hours per year based on the reported data.

Pupil Instruction Related information collects information on professional development, parent teacher conferences, record keeping and staff orientation. Each of these activities requires an activity date, code, description and PIR hours. The district then has the option of copying one school's PIR activities to all the schools in the district. This allows minor changes to be accounted for while keeping data entry to a minimum. If an individual school has already entered any information (even the PI information) into this screen, the copy function will *not* overwrite their data.

Indian Education (School-Level)



As with the District-Level Indian Education screen, the School-Level Indian Education screen provides information on school efforts to implement the requirements of [20-1-501, MCA](#), Indian Education for All (IEFA). Each school is required to respond to questions rating the teachers' overall background knowledge related to implementation of IEFA and rating the school's greatest need to effectively implement IEFA.

Submit

The final screen in TEAMS is the submit screen. This screen is used by the AR to verify all accreditation sections are complete, certify that all information is accurate, and submit the TEAMS report to the OPI. This is also where districts, ARs and County Superintendents can run the Preliminary Accreditation Report that details any possible variances or deviations currently recorded in TEAMS. Any errors listed on the Submit Screen must be corrected prior to submittal to the OPI.

A new submittal process is being implemented this year through TEAMS. School ARs can submit their accreditation as final directly to the OPI. No information will be sent to the County Superintendent. The County Superintendent is able to review any district/school information under their purview at any time. This will also allow the OPI to begin reviewing the data in TEAMS as data is submitted.

Data needed for TEAMS entry

DISTRICT LEVEL DATA/INFORMATION NEEDED

SEID Numbers

- Public Schools and Special Education Cooperatives need an SEID number for *every* employee of the organization.
- Accredited Nonpublic Schools need an SEID number for administrators, teachers, instructional paraprofessionals, librarians, counselors and other licensed professionals.
- Information needed for each person:
 - ☐ Last four digits of social security number
 - ☐ Last Name
 - ☐ First Name
 - ☐ Date of Birth
 - ☐ Gender

TOE File (Terms of Employment)

Information for each Employment Record:

- ☐ School Code
- ☐ SEID Number
- ☐ Position Code
- ☐ Employment Status (*Permanent or Temporary*)
- ☐ Employment Start Date (*this school year*)
- ☐ Employment End Date (*this school year*)
- ☐ Employment Hours/Year (*Nonpublic districts enter "1".*)
- ☐ Employment Hours Code (*Full or Part time*)
- ☐ Base Salary (Annual) (*Nonpublic districts enter "1".*)
- ☐ Employment Days (*Nonpublic districts enter "1".*)
- ☐ Employment FTE
- ☐ Coops Only – Is Employee Itinerant? (*Yes or No*)

Teacher – Class

Information for each class:

- ☐ LE code
- ☐ SC code
- ☐ SEID of Educator
- ☐ MT K-12 Course Code
- ☐ Teacher of Record?
- ☐ Section Code
- ☐ Session Type
- ☐ Session Number
- ☐ Support Staff Type Code
- ☐ Co Teacher Type Code
- ☐ Instructional Para Type Code
- ☐ Academic Level Code
- ☐ Credit Amount (*HS only*)
- ☐ District Course Name

- ☐ District Course Number
- ☐ Class Start Date
- ☐ Class End Date
- ☐ Class Minutes/Year (*HS only*)
- ☐ Dual Enrollment Credit? (*HS only*)
- ☐ Course Sequence
- ☐ Course Sequence Total
- ☐ Grade Low
- ☐ Grade High
- ☐ Class Enrollment
- ☐ Distance Learning?
- ☐ Alternative Education Program? (*HS only*)

Contractors

Information for each Contractor Record:

- ☐ Location SC code
- ☐ Contractor Name
- ☐ Contracting Person (*contractor's employee*)
- ☐ Address
- ☐ Phone Number
- ☐ Email Address
- ☐ Start Date
- ☐ End Date
- ☐ SIED Number
- ☐ FTE
- ☐ Position Code

Professional Licensure

Information for each employee who holds a Professional License:

- ☐ License Type
- ☐ Employee First Name
- ☐ Employee Last Name
- ☐ License Number (*MT Dept. of Labor & Industry*)

Policy Compliance (*Yes or No questions*)

- ☐ There are 20 policies that the ARM require the Board of Trustees to have in place.

Recruitment Activities

Information needed for each position that was recruited during the most recent hiring cycle:

- ☐ Recruitment/Endorsement Area
- ☐ Recruitment FTE Level
- ☐ Total FTE recruited
- ☐ Difficulty level to fill the position (*1 high, 3 low*)



Data needed for TEAMS entry

Special Education Positions

Information for each Special Education Position:

- ☐ Percentage of FTE for 3 to 5 year olds

Alternative Education

Information each Alternative Education Program:

- ☐ Where are students served?
- ☐ How are high school graduation requirements modified?
- ☐ Program Name
- ☐ Program Description
- ☐ Program Phone Number
- ☐ Program Director Name (*Enter SEID number.*)
- ☐ Select classes held at the Alternative Education Program.
- ☐ Enrollment Count

Indian Education (District Level)

- ☐ 5 questions regarding the use of Indian Education for All funds.
- ☐ 2 questions regarding the American Indian Student Achievement Gap Funds.

Distance Learning

Information for each Distance Learning class offered:

- ☐ Distance Learning Provider
- ☐ Distance Learning Provider's teacher
- ☐ Distance Learning Provider's Course

Coordinators

- ☐ SC Code
- ☐ SEID number of coordinator
- ☐ Coordinator Type
- ☐ Coordinator Phone Number
- ☐ Coordinator Physical Address
- ☐ Coordinator Mailing Address

Dual Enrollment

Information needed for each Dual Enrollment class offered:

Classes offered at the high school location

- ☐ Concurrent credit Enrollment Count
- ☐ Postsecondary Partner Name

Classes offered at postsecondary institution

- ☐ SC code
- ☐ MT K-12 Course Code
- ☐ Session Type
- ☐ Session Number
- ☐ Session Code
- ☐ SEID number of postsecondary instructor
- ☐ Concurrent credit Enrollment Count
- ☐ Postsecondary Partner Name

Internships

Information for each person currently in an Internship: (*choose one*)

- ☐ First year intern
- ☐ Making progress toward completion of internship and will continue this year.
- ☐ No longer enrolled in internship/No longer employed by district.

Instructional Paraprofessional

Information for each Instructional Paraprofessional:

- ☐ HQT By (*assessment, college, etc.*)
- ☐ Supervising Teacher (*SEID Number*)
- ☐ Covering Classroom Overload? (*yes or no*)
 - ☐ If overload, hours/day covering overload

Off-Site Location (i.e., attendance center)

Information needed for each Off-Site Location:

- ☐ Site Name
- ☐ SC code
- ☐ Address



Data needed for TEAMS entry

SCHOOL LEVEL DATA/INFORMATION NEEDED

Highly Qualified Teacher (HQT)

Information for each HQT who is not HW based on Licensure and Endorsement:

- ☐ HQT through HOUSSE? *(yes or no)*

PR/PIR Hours

- ☐ First day pupils attend school
- ☐ Last day pupils attend school
- ☐ Does your district have a professional development committee? *(yes or no)*
- ☐ Minutes per day of pupil instruction.
 - Full Day **AND** Partial Day Minutes
- ☐ Does this include Structured Recess?
- ☐ Minutes per day of passing time
 - Full Day **AND** Partial Day Minutes
- ☐ Number of days per year of pupil instruction
 - Full Days **AND** Partial Days
- ☐ Each PIR Day for the Year
 - Activity Date
 - Activity Type
 - PIR Activity Description
 - PIR Hours

Indian Education (School Level)

- ☐ How has your school's instructional staff received Indian Education for All professional development in the past year?
- ☐ Which OPI Indian Education materials and resources are used in your School?
- ☐ 6 questions rating your teachers overall background knowledge related to implementing IEFA.
- ☐ 6 questions rating what you see as your schools greatest need to effectively implement IEFA.

